

## **Instructions for Completing DD Form 2841**

### ***Department of Defense (DOD) Public Key Infrastructure (PKI) Certificate of Acceptance and Acknowledgement of Responsibilities (Registration Official)***

#### ***Part 1. Certificate Acceptance by Registration Official***

The following information will be completed by the Registration Official and verified by an Authorized Official:

*(Note: If the electronic version of this form is used, some blocks may be automatically filled. Only the remaining blocks require completion.)*

Block a. Enter full name as Last Name, First Name, and Middle Name.

Block b. Enter the identifying number provided by the Registration Official (i.e., EDIPI or UID).

Block c. Enter Organization (branch of service, major command, and duty station).

Block d. Enter 7 digit DSN telephone number or 10 digit commercial telephone number (i.e. *area code + 7 digit number*).

Block e. Enter current e-mail address.

Read the Acknowledgement of Responsibilities, Liability, and Governing Law statements.

Blocks f (1) and f (2) and Blocks g (1) and g (2). In Block f (1) enter a descriptive name for a federal government-issued identification credential with a picture, for example *Military ID card* or *Passport*. Enter a unique identification number from that credential in Block f (2). If a federal government identification credential with a picture is not available, two non-federal government-issued identification cards are required. At least one of the identification cards must show the Subscriber's picture (for example, a driver's license). Enter a descriptive name for the first credential in Block g (1) and a unique identification number from that credential in Block g (2).

Block h. The Registration Official must sign in this block. The signature should match the name provided in Block a.

Block i. Enter the current date in a nine character form (YYYYMMDD).

#### ***Part 2. Identity Verification by the Authorized Official***

The following information will be completed by an Authorized Official per the CPS at the time of the Registration Official's registration:

*(Note: If the electronic version of this form is used, some blocks may be automatically filled. Only the remaining blocks require completion.)*

Block a. Enter full name as Last Name, First Name, and Middle Name.

Block b. Enter branch of service, major command, and duty station.

Block c. Enter 7 digit DSN telephone number or 10 digit commercial telephone number (i.e. *area code + 7 digit number*).

Block d. Enter current e-mail address .

Block e. The Authorized Official must sign in this block. The signature should match the name provided in Block a. *(Note: For the electronic version of this form, the Registration Official's digital signature will be automatically applied.)*

Block f. Enter the current date in nine character form (YYYYMMMD).